**My Speech Planning Sheet**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I must be ready to present my speech on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MY SPEECH PREPARATION CHECKLIST:**

(tick each of these points next to the black dot when you have completed them)

* I have chosen my topic
* I have collected information/ideas about my topic and what I want to say
* I have planned my speech
* I have written and then checked my speech
* I have written my speech onto cue cards
* I have practiced my speech

**MY PLANNING NOTES:**

* I have a greeting
* My introduction includes what my topic is and what I’m going to talk about
* My introduction is interesting and grabs attention
* I have organised my ideas in a clear and sensible order
* My speech informs my audience, but it is not just facts and dates
* I have used some speech techniques for impact
* My speech is interesting to listen to
* My speech is between 2.5 and 3.5 minutes long
* My speech has a conclusion where I sum up what I have said about my topic and leave my audience with something to think about